



## City of Houston **Day Labor Booklet**

### **An invitation**

This booklet is intended as a resource for anyone who comes into contact with day laborers within the City of Houston, including, but not limited to, businesses, contractors, police officers, neighborhood associations, churches, and service providers. First and foremost, it is an invitation into a conversation: how can this city best foster a safe and orderly climate where each individual's rights and dignity are respected?

At last count, day laborers congregate at more than 30 different locations within this city. Most are either public rights-of-way (street corners and sidewalks) or private property (gas stations and hardware stores). In some sites, only a few people gather; in other locations, the average number hoping for work is over 100 each day.

### **Concerns**

Often, the presence of day laborers leads to both justified and unjustified concerns within a community. Business owners and residents object to increased litter and traffic jams, and fear lower property values and increased crime. They worry about public drinking and drug use. Many of these complaints reflect symptoms of public gathering places but not the actions of the majority of day laborers who gather there. Simply stated, most day laborers are like you and I--honest, law-abiding people who want to work in order to feed loved ones.

Day laborers articulate their own list of concerns. These include labor abuses, unsafe working conditions, exposure to inclement weather, and being confused for loiterers, vagrants and criminals. It seems that every day laborer has at least one story about being paid less than originally agreed or not paid at all. In addition, day laborers are often asked to do dangerous tasks that result in injuries or even death.



### **Let's talk**

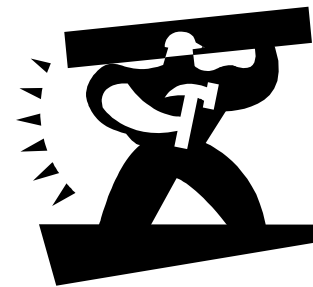
One long-term solution that has proven successful both in Houston and elsewhere is to create day labor centers. These sites make it easier for contractors to find male and female laborers because they are already classified by skills, training, and experience. As a result, many of the aforementioned concerns are alleviated—codes of conduct inside and outside of the center are established and enforced, and workers are better protected from unscrupulous employers. The City of Houston has created a set of guidelines to direct the creation of future day labor centers. Importantly, no center will be located in a community without that community's consultation, active support and involvement in its design and operation.

Whether your primary concern is the condition of a local street corner or interest in creating a day labor center near you, please join us in this conversation. We eagerly await your phone call.

Richard Cantú, Citizens' Assistance Office, 713.247.2907  
Benito Juárez, Immigrant and Refugee Affairs, 713.437.6968

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# Frequently Asked Questions about Day Laborers

## ***What is day labor and how does it work?***

Workers congregate on public or private property where local contractors, residents, and other business owners pick them up and hire them on a temporary basis. Usually, they are hired to do construction, painting, landscaping, demolition, moving, or other manual labor—work that most others in the labor market would not take.



*Photo by David Bacon*

## ***Who are day laborers?***

Day laborers are predominantly Latin American, immigrant men, but include women and members of all other races. Most have limited English proficiency, and many are unable to read and write in their native language. Day laborers have a wide age range, from teens to elders above 70 years old. All day laborers are poor, lack access to quality health care for themselves and their families, and suffer from routine abuse and exploitation on the job. Of their meager earnings, most day laborers manage to send support to families or friends in their home countries.

## ***Where do day laborers congregate in Houston?***

There are over 30 known locations—mostly street corners—where day laborers gather within the City of Houston. Currently, there are three city-funded Day Labor Centers where registered male and female workers can meet contractors to secure employment.

***Aren't day laborers illegal immigrants?***

Not all day laborers are undocumented immigrants; some are U.S. citizens, some are Legal Permanent Residents, some are Temporary Residents, and some are Refugees.

***Why is the city helping day laborers instead of telling the police or INS to come and take them away?***

Not all private property owners object to the presence of day laborers, and loitering on public property is not illegal. Routine enforcement efforts, such as citing for littering or jaywalking, consume limited police resources and have a proven record of failure here and elsewhere. Also, the Houston Police Department has an internal order (#500-05, revised in June 1992) that states, "undocumented status is not, in itself, a matter for local police action." The federal agency responsible for enforcing immigration laws is the Immigration and Naturalization Service (INS).

***Why do day laborers "loiter" in my community?***

Day laborers "loiter" because they are desperate to pay for basic needs like food and shelter. Once a corner or a spot becomes known as a good source of employment, it is difficult to eliminate it without offering a more attractive location. Without an alternative source of employment, day laborers will continue to "loiter" in spite of efforts to chase them away.

***No matter what happens, the number of day laborers gathering in my community remains the same. Why?***

Supply and demand. Day laborers must work to support themselves and their families. If they cannot find better alternatives, they resort to looking for work on the streets. They would not wait in a given location if they were not being picked up to work. While there are always more day laborers waiting for work at unorganized sites than there is work, the relative numbers tend to remain the same. Those who are arrested or driven away are soon replaced by new laborers. Also, INS raids do not affect day laborers who are documented.

***Why do day laborers swarm around vehicles that stop to pick them up?***

Although "swarming" sometimes frightens people, the practice actually originates with the employers, who motion to the day

laborers from inside their vehicles, and then usually choose the first day laborer who arrives at the vehicle (or the first to open the door and jump into the vehicle). Day laborers explain that those who do not run will not get work. Normally, the only time that the first day laborer to arrive at a vehicle is not chosen is when another day laborer is able to bargain down the wage to win the job (one reason day laborers often earn less than the minimum), or when the employer chooses to seek a worker with specific skills.

***Why do I see more day laborers waiting for work on the weekends than during the week?***

Many day laborers have full-time, minimum-wage jobs during the week. On weekends, they join other day laborers to look for jobs that will help make ends meet.



***Do day laborers ever develop job skills and move into more permanent employment?***

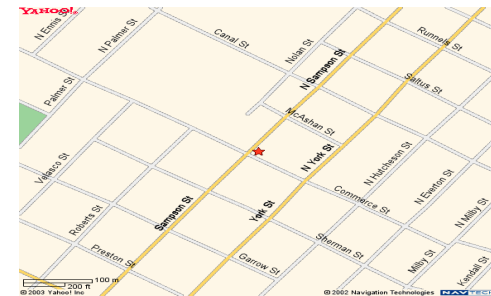
Like anyone else, most day laborers want steady, full-time work. Many find longer-term employment that last for weeks or months and then return to day labor when those jobs end. Furthermore, many day laborers are highly skilled at certain jobs; some are even masters. The stereotype that day laborers are unskilled is false.

## Information about Existing Day Labor Centers

The City of Houston provides grants to 2 non-profit organizations to coordinate Day Labor Centers. These centers assist day laborers who are looking for jobs, regardless of their country of origin. Each Center has its own rules and regulations for those seeking services.

**Nighborhood Centers Inc. (NCI)**

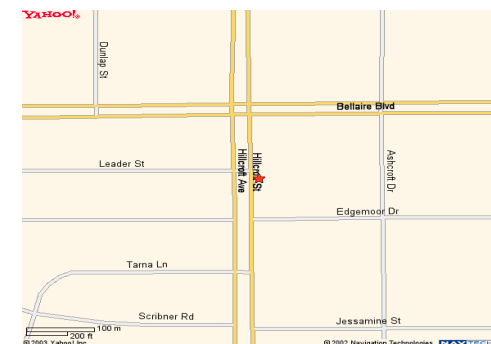
Job Development Center-Centro Comunitario De Contratos  
2 Sampson, Houston TX 77003  
Walter Jones (Organization Rep) 713-669-5250  
Francisco Deras (Site Coordinator) 713-547-0249



**Gulfton Area Neighborhood Organization (GANO)**

**Central American Refugee Center (CARECEN)**

Monsignor Oscar Romero Day Laborer Center  
Centro de Trabajadores Monseñor Oscar Romero  
6909 Hillcroft, Houston TX 77081  
Nelson Reyes (Organization Rep) 713.927.6451



# City of Houston Day Laborer Task Force

We invite your active participation in the work of this committee. To attend the next meeting, contact Richard Cantú in the City of Houston Citizens' Assistance Office, 713.247.2907, or Benito Juárez, Immigrant and Refugee Affairs, 713.437.6968.

## Members:

### Mayor's Office

Citizens' Assistance Office, Richard Cantú, 713.247.2907  
Immigrant and Refugee Affairs, Benito Juárez, 713.437.6968

### Community Organizations:

AFL-CIO, Richard Shaw, 713.923.9473  
Catholic Charities, Dr. Joe Rubio, 713.874.6657  
Gulfton Area Neighborhood Organization-Central American  
Refugee Center (GANO-CARECEN),  
Nelson Reyes, 713.927.6451  
Justice and Peace Office, Diocese of Galveston-Houston,  
Sam Dunning, 713.741.8731  
Neighborhood Centers, Inc./Job Development Center  
Walter Jones 713.669.5258  
The Metropolitan Organization,  
Renee Wizig Barrios, 713.807.1429

### City Council Members:

Gordon Quan	At Large P. 2	713.247.2013
Adrian Garcia	District H	713.247.2003
Carol Alvarado	District I	713.247.2011
Ada Edwards	District D	713.247.2001
Shelley Sekula-Gibbs, M.D.	At Large P. 3	713.247.2005
Mark Goldberg	District C	713.247.2004
Toni Lawrence	District A	713.247.2010
M.J. Khan	District F	713.247.2002

### City Departments:

Police, Housing and Community Development, Parks and  
Recreation, Planning and Development, Library, Health





### **Objectives:**

- Review the effectiveness of the existing day labor centers funded by the City of Houston
- Consider, develop and recommend modifications for existing centers, programs and services
- Analyze day laborer survey information and determine which areas merit funding for future funded centers
- Develop recommendations for improving the situation of other day laborer sites throughout the city
- Develop guidelines and general framework for city-funded day labor centers

# Resources for Further Learning

## Internet



### **National Day Labor Organizing Network (NDLON)**

<http://www.ndlon.org>

The mission of NDLON is to strengthen and expand the work of local day laborer organizing groups in order to become more effective and strategic in building leadership, advancing low-wage worker and immigrant rights, and develop successful models for organizing immigrant contingent/temporary workers. This website includes research, best practices, and contact information for member organizations.

### **The Day Laborer: A Newspaper for the Daily Worker**

<http://www.portlandvoz.org/DayLaborer.html>

Newsletter published monthly by the Workers' Rights Education Project in Portland, Oregon.



### **Day Labor Research Institute**

DayLabor.org provides a forum for current research and related news items. It also serves as an information source for business, government, law enforcement, non-profit organizations, day laborers and others concerned with finding long-term solutions to all the various issues pertaining to day laborers.

**“Diary of a Day Laborer” by Gustavo Arellano**

<http://www.ocweekly.com/ink/01/50/cover-arellano.php>

Vivid narrative of a college-educated Mexican-American who goes undercover to learn more about life as a day laborer in Anaheim, California.

<http://www.sol-plus.net/jornaleros.htm>

Collection of articles and research gathered by the group: Spanish in Our Libraries.

***Videos***



**Los Trabajadores / The Workers**

Through the words of immigrant workers and the families they've left behind, Los Trabajadores /The Workers tells the stories of workers at an Austin, Texas day labor site. It places their struggles and contributions in the context of the City's economic development, and reveals the impact of globalization on their lives.

# Resources to Assist Day Laborers

## Basic Labor Rights

All workers in the United States are protected by labor laws, regardless of immigration status. Below is a summary of some basic rights and how to seek help if those rights are violated.



### Safety in the Workplace

Employers must provide a workplace free from serious recognized hazards. Also, employers are not allowed to discriminate against employees who exercise their rights under the Occupational Safety and Health Act. To lodge a complaint, call 800.321.OSHA, 281.286.0583, or 281.591.2438. If you have been injured while on the job, call the Texas Workers' Compensation Commission at 800.252.7031.

### Discrimination in the workplace

It is illegal to harass employees on the basis of race, color, religion, sex, national origin, disability, or age; retaliate against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices; or make employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities. If your rights have been violated, call the Equal Employment Opportunity Commission at 800.669.4000, 713.209.3320, or 713.209.3377.

## Wages and overtime pay

Workers are entitled to a minimum wage equaling \$5.15 per hour, and to overtime pay at time and one-half their regular rate of pay for hours worked over 40 in a workweek. Overtime pay is due whether an employee is paid by the hour, piece, job, commission, salary, or other ways. For more information, call the Wage and Hour Division of the US Department of Labor at 866.4.USWAGE or 713.339.5500.



## Unpaid Wages

Everyone has a right to be paid for work completed. If an employer refuses to pay, here are five possible courses of action:

1. File a “Theft of Service” offense report with a Houston Police Department sub-station. This process requires information about the identity of the employer, affidavits from witnesses, and sending registered or certified written notice to the employer. There is more information about this process within this booklet.
2. File a complaint with the Department of Labor, Wage and Hour Division: 866.4.USWAGE or 713.339.5500.
3. File a complaint with the Texas Workforce Commission: 800.832.2829.
4. Call the Harris County Dispute Resolution Center: 713.755.8274. The DRC provides free alternative dispute resolution services to the residents of Harris County and offers services both in English and Spanish.
5. File a claim in Harris County Small Claims Court: 713-755-5394. The Small Claims Court does not accept cases where a person is owed more than \$5,000.

## Other violations or questions

The Houston Justice and Equality in the Workplace (JEWEP) Program is an alliance of governmental agencies, consulates and community organizations committed to educating the Latino immigrant community about its civil and workplace rights and responsibilities. The alliance provides assistance to individuals, without regard to immigration status, in identifying and addressing unlawful and unsafe employment practices. For information or assistance, call the JEWEP hotline at 713.980.9999.

### **Justice and Equality in the Workplace - Signatory Members**

- **Catholic Diocese of Galveston-Houston** – 713.741.8731
- **City of Houston – Mayor’s Office of Immigrant and Refugee Affairs** – 713.437.6968
- **Consulate of Colombia** - 713-527-8919
- **Consulate of El Salvador** - 713-270-6239
- **Consulate of Guatemala** - 713-953-9531
- **Consulate of Mexico** – 713.980.9999
- **Equal Employment Opportunity Commission (EEOC)** – 800.669.4000, 713.209.3320, 713.209.3377
- **Harris County AFL-CIO Council** – 713.923.9473
- **Hispanic Contractors Association** – 713.699.2732
- **Mexican American Legal Defense and Education Fund (MALDEF)** – 210.224.5476
- **Service Employees International Union** – 713.514.0005
- **U. S. Department of Justice (DOJ) Office of Special Counsel**
- **U.S. Department of Labor (DOL) Wage & Hour Division** – 713.339.5500
- **U. S. Department of Labor Occupational Safety and Health Administration (OSHA)** – 800.321.OSHA, 281.286.0583, 281.591.2438
- **U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP)**
- **Worklife Institute/Houston Interfaith Worker Justice** – 713.266.2456
- **Coalition Against Human Trafficking (CAHT)** 713-339-9015

This document is not a complete listing of legal options. You are encouraged to seek professional counsel. If you are interested in forming a union in your workplace, you may call the Harris County AFL-CIO at 713.923.9473.

# Process to Report Unpaid Wages to HPD

The Mayor's Office of Immigrant and Refugee Affairs (MOIRA), and the Houston Police Department (HPD), Burglary & Theft Division are working together to create a process by which workers that have not been paid by their employer can file a "Theft of Service" offense report in any HPD sub-stations. According to section 3104 (theft of services) of the Texas Penal Code, an employer commits a crime of theft of services if he/she intentionally or knowingly contract/recruits a worker/s with intent to avoid payment for services performed.

*REQUIREMENTS THAT NEED TO BE FULFILLED BY THE WORKER IN ORDER FOR HPD TO ACCEPT THE COMPLAINT:*

## FIRST:

- The worker must obtain the employer's name, address, phone number, and vehicle registration number
- The worker must record on a piece of paper the days, hours, dates that he/she worked for this employer, and the address where he/she did the work
- Obtain affidavits of support from co-workers, friends, relatives that witnessed the transaction

## SECOND:

- The worker can file a "Theft of Service" offense report against the employer at any Houston Police Department Sub-station or Store Front.

## THIRD:

- Once the worker has filed a criminal complaint with HPD, he/she will be given a case number
- HPD will assign an investigator to the case, and the investigator will contact the worker for additional information

- The time estimated to complete the process is between 2-3 weeks
- Once all the information above described is recorded and according to subsection (b)(2) of the Penal Code of Texas, a notice in writing shall be sent to the employer requesting the payment of the wages.
- The letter shall be sent by registered or certified mail with return receipt requested or by telegram with report of delivery requested
- The letter must give the employer 10 days after the date on which he received the notice to pay for the wages owed to the employee
- If the employer does not respond to the certified letter, then the worker can file a criminal or civil complaint against him/her

For more information, contact the Mayor's Office of Immigrant and Refugee Affairs (MOIRA) 713-437-6968 or the Houston Police Department (HPD) 713-308-0733

## Houston Police Department Stations

POLICE STATION	ADDRESS	TELEPHONE AND HOURS
<b><u>HPD Headquarters (Administration)</u></b>	1200 Travis Street Houston, TX 77002	(713) 247-1000 Open 24 hours
<b><u>Central Patrol</u></b>	61 Riesner Houston, TX 77002	(713) 247-4400 Open 24 hours
<b><u>Clear Lake Patrol</u></b>	2815 Bay Area Blvd Houston, TX 77058	(281) 218-3800 Open 24 hours
<b><u>East Patrol (Magnolia)</u></b>	7425 Sherman Houston, TX 77011	(713) 928-4600 Open 24 hours
<b><u>Fondren Patrol</u></b>	11168 Fondren Houston, TX 77096	(713) 773-7900 Open 24 hours



<b><u>Intercontinental Airport</u></b>	3100 Terminal Road North Houston, TX 77032	(281) 230-6800 Open 24 hours
<b><u>Kingwood Patrol</u></b>	3915 Rustic Woods Kingwood, TX 77339	(281) 913-4500 Hours: 24 hours
<b><u>North Patrol</u></b>	9455 West Montgomery Houston, TX 77088	(281) 405-5300 Open 24 hours
<b><u>Northeast Patrol</u></b>	8301 Ley Road Houston, TX 77026	(713) 635-0200 Open 24 hours
<b><u>Northwest Patrol</u></b>	6000 Teague Houston, TX 77041	(713) 744-0900 Open 24 hours
<b><u>South Central Patrol</u></b>	2202 St Emanuel Houston, TX 77004	(713) 651-8100 Open 24 hours
<b><u>Southeast Patrol</u></b>	8300 Mykawa Houston, TX 77051	(713) 731-5000 Open 24 hours
<b><u>Southwest Patrol</u></b>	4503 Beechnut Houston, TX 77096	(713) 314-3900 Open 24 hours
<b><u>Special Operations (Downtown Patrol)</u></b>	1415 Fannin, Suite 200 Houston, TX 77002	(713) 308-8000 Open 24 hours
<b><u>Westside Patrol</u></b>	3203 South Dairy Ashford Houston, TX 77082	(281) 584-4700 Open 24 hours
<b><u>Acres Home</u></b>	6719 West Montgomery Houston, TX 77091	((713) 699-9591 Hours: 10am-6pm (Mon-Fri)
<b><u>Aldine Community</u></b>	10966 North Fwy Houston, TX 77037	(281) 272-4784 Hours: 8am-5pm

		(Mon- Fri)
<b><u>Broadway Square</u></b>	8751 Broadway Houston, TX 77034	(713) 847-4155 Hours: 10am-6pm (Mon-Fri)
<b><u>Clarkcrest</u></b>	8940 Clarkcrest Houston, TX 77063	(713) 952-0182 Hours: 10am-6pm (Mon-Fri)
<b><u>Gessner</u></b>	1331 Gessner Houston, TX 77055	(713) 722-7691 Hours: 8am-4pm (M-F), 10-6 (Sat)
<b><u>Greenspoint</u></b>	105 Greenspoint Drive Houston, TX 77060	(281) 875-6155 Hours: 10am-6pm (Mon-Fri)
<b><u>Gulfton</u></b>	5980 Renwick Houston, TX 77081	(713) 668-4141 Hours: 10am-6pm (Mon-Fri)
<b><u>Heights</u></b>	910 N. Durham #D Houston, TX 77008	(713) 803-1151 Hours: 8am-4pm (Mon-Fri)
<b><u>Hiram Clarke</u></b>	14723 Hiram Clarke Houston, TX 77053	(713) 433-2720 Hours: 10am-6pm (Mon-Fri)
<b><u>Independence Heights</u></b>	803 Crosstimbers Houston, TX 77002	(713) 742-1492 Hours: 9am-5pm (Mon-Fri)
<b><u>Irvington Village</u></b>	2901 Fulton Houston, TX 77009	(713) 222-5408 Hours: 7am-2pm (Mon-Fri)

<b><u>Jensen Street</u></b>	9211 Jensen Houston, TX 77093	(713) 742-1406 Hours: 8am-4pm (Mon-Fri)
<b><u>Kingwood</u></b>	3915 Rustic Woods Kingwood, TX 77339	(281) 913-4500 Hours: 24 hours
<b><u>Leija</u></b>	4701 Galveston Road Houston, TX 77017	(713) 847-1210 Hours: 8am-4pm (Mon-Sat)
<b><u>Lyons Avenue</u></b>	6702 Lyons #3 Houston, TX 77020	(713) 672-5809 Hours: 8am-4pm (Mon-Fri)
<b><u>Market Street (5th Ward)</u></b>	4300 Lyons Houston, TX 77020	(713) 672-5890 Hours: 8am-4pm (Mon-Fri)
<b><u>Near North</u></b>	1335 West 43rd Houston, TX 77018	(713) 956-3140 Hours: 10am-6pm (Tues-Sat)
<b><u>Neartown (Montrose)</u></b>	802 Westhiemer Houston, TX 77019	(713) 284-8604 Hours: 24 hours
<b><u>Northline</u></b>	392 W. Little York Houston, TX 77076	(281) 272-4250 Hours: 9am-5pm (Mon-Fri)
<b><u>Palm Center</u></b>	5330 Griggs Houston, TX 77021	(713) 845-2488 Hours: 8am-6pm (Mon-Fri)
<b><u>Ranchester</u></b>	9146 Bellaire Houston, TX 77036	(713) 272-3673 Hours: 10am-6pm (Mon-Sat)

<b><u>Ripley House</u></b>	4401 Navigation Houston, TX 77011	(713) 238-2282 Hours: 9am-7pm (Mon-Fri)
<b><u>Southmore</u></b>	3711 Southmore Houston, TX 77004	(713) 526-1255 Hours: 9am-5pm (Mon-Fri)
<b><u>Spring Branch</u></b>	8400 Long Point #A Houston, TX 77055	(713) 464-6901 Hours: 9am-5pm (Mon-Fri)
<b><u>Sunnyside</u></b>	3511 Reed Road Houston, TX 77051	(713) 732-5133 Hours: 7am-8pm (Mon-Fri)
<b><u>Telephone Road</u></b>	10201 Telephone Houston, TX 77075	(713) 991-3504 Hours: 10a.m-5:30pm (Mond-Fri)
<b><u>Wesley House</u></b>	1410 Lee Houston, TX 77009	(713) 228-9168 Hours: 8am-4pm (Mon-Fri)
<b><u>Westbury</u></b>	5550 Gasmer Houston, TX 77035	(713) 728-2424 Hours: 10am-6pm (Mon-Fri)
<b><u>Westwood</u></b>	9700 Bissonnet Suite #1740-W Houston, TX 77036	(713) 773-7000 Hours: 10am-6pm (Mon-Fri)
<b><u>Willowbrook</u></b>	12932 Willow Chase Houston, TX 77070	(281) 807-9054 Hours: 9am-5pm (Mon-Fri)

## Sample Letter Seeking Unpaid Wages (English)

Affidavit for probable cause  
THEFT OF SERVICES  
Houston Police Department  
City of Houston, Texas

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_

On \_\_\_\_\_ I was hired to work for you doing \_\_\_\_\_.

I worked for you for \_\_\_\_\_ days that totaled \_\_\_\_\_ hours.

You said that you were going to pay me \$\_\_\_\_\_ per hour, that totals \$\_\_\_\_\_ on wages that you owe me. Since you have refused to pay me the hours I have worked for you, I am notifying you at this time, by certified letter, that you have 10 days to pay me the wages above described. Otherwise, I will be bringing a formal complaint against you for THEFT OF SERVICES.

I can be contacted at: (    ) \_\_\_\_\_ or you can send me a money order for the total amount to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Respectfully,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sample Letter Seeking Unpaid Wages (Spanish)

De: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
\_\_\_\_\_

Fecha: \_\_\_\_\_

A: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
\_\_\_\_\_

Estimado/a Sr./Sra. \_\_\_\_\_,

El propósito de esta carta es para demandar pago del salario que usted me debe por los servicios que yo le proporcioné mientras trabajé para usted. El día \_\_\_\_\_ usted me contrató \_\_\_\_\_ . Yo trabajé para usted \_\_\_\_\_ días que en total hacen \_\_\_\_\_ horas.

Como acordamos en el contrato verbal, usted me prometió pagar \$\_\_\_\_\_ por hora. La cantidad total que usted me debe es de \$\_\_\_\_\_. Hasta la fecha en que estoy enviando esta carta, no he recibido compensación monetaria por el trabajo que hice. Yo demando que usted me pague mis salario por el trabajo hecho. Si no recibo el pago en diez días a partir de que usted recibe esta carta certificada, voy a tomar acción legal en contra suya; ya sea criminal (Robo de Servicios) o civil para recuperar mis salarios.

Respetuosamente pido que usted le dé atención inmediata a este asunto. Usted me puede llamar al ( ) \_\_\_\_\_ o me puede enviar el pago total en money order a:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respetuosamente,

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Escribir nombre

# ATTENTION: CONTRACTORS

For everyone's safety, please follow the following guidelines when picking up day laborers:

- **Do not make day laborers run toward you**
- **Do not stop in the middle of the street**
- **Park closest to the area where day laborers are waiting**
- **Respect the surrounding private property**

Day laborers are gathering at this location because it is okay with the property owner and police. Please do not park elsewhere and cause day laborers to violate this agreement.



The City of Houston currently supports two Day Labor Centers, where workers are organized and classified by skills, training, and experience. For more information, or to offer comments or suggestions, please call Richard Cantú, Citizens' Assistance Office, 713.247.2907, or Benito Juárez, Immigrant and Refugee Affairs, 713.437.6968.

# ATTENTION: CONTRACTORS

## County and City Health Clinics

### Harris County Community Health Clinics

Acres Home	281-448-6391
Aldine	281-985-7600
Baytown	281-427-6757
Casa De Amigos	713-222-2272
Dental Center	713-757-0572
E.A. "Squatty" Lyons	281-446-4139
Gulf Gate	713-495-3700
Health Care for the Homeless	713-566-6513
Peoples	713-272-2600
Martin Luther King	713-525-4700
Northwest	713-861-3939
Settegast	713-633-2020
Strawberry Community	713-477-6851

### City Health Department Clinics

La Nueva Casa	1809 N. Main	713-547-8000
Lyons Clinic	5602 Lyons Ave	713-671-9455
Magnolia Clinic	7037 Capitol	713-928-9800
Medical Center Clinic	1115 S. Braeswood	713-794-9640
Northside Clinic	8523 Arkansas	713-696-5900
Riverside Clinic	3611 Ennis	713-527-4040
Southwest Clinic	6441 High Star	713-779-6400
Sunnyside Clinic	9314 Cullen Blvd.	713-732-5000
West End Health Center	190 Heights	713-866-4100



# Community Organizations

## Alcohol/Drug Abuse Support and Aid Organizations

- 1. Alcoholics Anonymous** 713-686-6300  
Alcohol addiction support group.  
[www.aahouston.org](http://www.aahouston.org)
- 2. Career & Recovery Resources** 713-754-7009  
Employment and drug abuse assistance.  
[www.careerandrecovery.org](http://www.careerandrecovery.org)
- 3. Community Family Centers (Chicano Family Center)** 713-923-2316  
Counseling services for substance abusers and their families.
- 4. Council on Alcohol & Drug Abuse** 713-942-4100  
Drug/ alcohol treatment and education.  
[www.council-houston.org](http://www.council-houston.org)
- 5. Family Services of Greater Houston** 713-861-4849  
Individual/family counseling, substance abuse prevention and education; HIV/AIDS outreach, education, and case management; parent education classes. Bilingual: English/Spanish.  
[www.familyservices.org](http://www.familyservices.org)
- 6. Narcotics Anonymous** 713-661-4200  
Drug addiction support group. Crisis hotline: 832-279-7659  
[www.hascona.com](http://www.hascona.com)

## **Citizenship and Immigration Assistance**

- 1. African Community Organizations** 713-729-3546  
Coalition of 22 African nations providing social services to refugees and education forums
- 2. African Information and Resource Service (A.I.R.S)**  
Referrals to social services 713-729-3546
- 3. The Alliance for Multicultural Community Services**  
713-776-4700  
Citizenship application assistance for a small fee based on client's ability to pay. Naturalization/citizenship classes offered. 45 languages.  
[www.allianceontheweb.org](http://www.allianceontheweb.org)
- 4. Association for the Advancement of Mexican Americans**  
713-926-4756  
Citizenship classes offered Mondays-Thursdays 1:30-3pm and 6-9pm. Fee is \$20 for 6 months  
[www.aamaic.com](http://www.aamaic.com)
- 5. Central American Refugee Center (CARECEN)**  
713-665-1284  
Free citizenship classes. \$75 for help with citizenship application. Assistance in Spanish.
- 6. Catholic Charities: Cabrini Center for Legal Assistance**  
713-874-6570  
Services to refugees/immigrants in citizenship, family petitions, abused women & asylum issues
- 7. Houston Community Services** 713-926-8771  
May charge nominal fee. Does not represent person(s) in asylum case(s)
- 8. Houston International University (HIU)** 713-225-2671  
Free citizenship classes Mondays-Fridays 6-9 pm, Saturdays 9am-4pm.

- 9. Immigration Counseling Center, Inc.** 713-953-0047  
Immigration counseling & assistance to prepare cases with INS (\$50 fee). Consultation (\$20 fee). Adjustment status (\$500 fee).
- 10. The Family Road Program** 713-779-6400 ext. 308  
Offers literature on immigration & citizenship
- 11. Jewish Family Service** 713-667-9336  
Immigration, citizenship, and naturalization, and English classes for Jewish Russians and Jewish Iranians.  
[www.jfshouston.org](http://www.jfshouston.org)
- 12. National Association of Latino Elected/Appointed Officials (NALEO)** 713-228-6400  
Assistance with citizenship applications and training to community organizations. Information also provided by calling hotline Monday-Friday 9:30am-5:30pm  
[www.naleo.org](http://www.naleo.org)
- 13. Texas Southern University Thurgood Marshall School of Law Immigration Clinic** 713-313-7126
- 14. University of Houston Law Center Immigration Clinic** 713-643-1699  
Asylum, cancellations, VAWA (Violence Against Women Act) petitions, and naturalization.
- 15. YMCA, International Services** 713-339-9015  
Citizenship, asylum, NACARA (Salvadorans and Guatemalans), VAWA, refugee adjustment, and work permits. General consultations without appointment Wednesdays from 9am-4pm.

## Housing and Utilities Aid Organizations

- 1. ACORN Housing Corporation** 713-863-9002  
Helps low-income individuals and families achieve home ownership through community outreach, pre-purchase and delinquency counseling.  
[www.acornhousing.org](http://www.acornhousing.org)
- 2. Catholic Charities** 713-227-9981  
Food, rent, and utilities emergency assistance.  
[www.catholiccharities.org](http://www.catholiccharities.org)
- 3. City Fair Housing** 713-868-8461  
Assistance with discrimination complaints in maintaining or obtaining housing. Offers assistance in Spanish.
- 4. City Home Repair Program** 713-868-8400  
Emergency and single-family home repairs assistance.
- 5. Greater Houston Fair Housing** 713-641-3247  
Investigates, documents, and processes housing discrimination complaints. Offers assistance in Spanish.
- 6. Gulf Coast Community Services** 713-393-4700  
Home-buyer education classes in English and Spanish, community workshops, and referrals; pre-purchase mortgage default, rent delinquency, tenant and landlord issues counseling.  
[www.gccsa.org](http://www.gccsa.org)
- 7. Harris County Housing Authority** 713-578-2400  
Home repair assistance.
- 8. Harris County Social Services** 713-696-7900  
Rent and utilities complaints and assistance
- 9. Home of Your Own Program** 713-526-1114  
Home buying and remodeling assistance for low-income buyers with disabilities.  
[www.ci.houston.tx.us/hcd/newpages/hoyo.html](http://www.ci.houston.tx.us/hcd/newpages/hoyo.html)

- 10. Housing Opportunities of Houston, INC** 713-644-8488  
Pre-purchase homebuyer classes in English, Spanish, and Vietnamese; Homebuying and credit counseling classes in English and Spanish.  
[www.housingopphouston.com](http://www.housingopphouston.com)
- 11. Houston Area Urban League** 713-393-8700  
Home-buying classes in English and Spanish, credit counseling  
[www.haul.org](http://www.haul.org)
- 12. Houston Community Voice Mail** 713-529-4190  
Provides voice mail to low-income and homeless seeking employment, housing, and social services.
- 13. Link-Up America/Lifeline** 1-800-224-5188  
Saves money on telephone installations and telephone bills for low-income households
- 14. Rebuilding Houston Together** 713-659-2511  
Rehabilitating and painting homes for the elderly and low-income
- 15. Sheltering Arms** 713-956-1888  
Offers affordable services to the elderly and their caregivers such as home care service, Alzheimer's Day Center, housing and energy management, care consultation, and Hispanic outreach.  
[www.shelteringarms.org](http://www.shelteringarms.org)
- 16. YMCA** *downtown:* 713-659-8501  
Three locations offering affordable single-unit occupancy housing. Short-term and extended stays welcome. Residents are eligible for supportive services including case management and food and clothing assistance.  
[www.ymcahouston.org](http://www.ymcahouston.org)

## **Graduate Equivalency Degree (GED) and English as a Second Language (ESL) Classes**

### **1. Alliance for Multicultural Community Services**

Free ESL, GED, and pre-GED classes. 713-776-4700

[www.allianceontheweb.org](http://www.allianceontheweb.org)

### **2. The Association for Advancement for Mexican Americans**

713-926-4756

Free ESL and GED classes. Must present a picture ID or Social Security number and 3 color pictures.

[www.aamainc.com](http://www.aamainc.com)

### **3. AVANCE**

713-812-0033

Free ESL, GED, and pre-GED classes.

### **4. Bilingual Education Institute**

713-789-4555

Offers ESL and Intensive English courses weekdays (daytime and evenings) and Saturdays.

[www.aetas.com](http://www.aetas.com)

### **5. Chicano Family Center**

713-773-9900

Free GED (Mon-Fri 8:30am-12:30pm) and ESL classes (levels I,II,and III, M-F 1:30-4:30pm, and level IV M-F 8:30am-12:30pm).

### **6. Chinese Community Center**

713-271-6100

Offers all levels of ESL, GED, and ABE. Students only pay for a low registration fee and cost of books. Must be at least 18 years old.

[www.ccchouston.org](http://www.ccchouston.org)

### **7. Cleveland-Ripley Center (Pasadena)**

713-944-9186

ESL and GED classes.

### **8. Cross Roads Business Training Center**

713-339-2800

Offers ESL, ABE, and GED day and evening classes.

**9. East Side Village Community Learning Center**

713-747-9255

Free ESL, ABE, and GED classes. Also offers free computer skills and typing classes. Must present a picture ID and social security card.

[www.esvclc.com](http://www.esvclc.com)

**10. Family Services of Greater Houston** 713-867-7762

Free ESL classes and family literacy program. Mon-Thurs 8-11am.

**11. Fort Bend County Women's Center** 281-342-0251

GED and ESL classes.

[www.fortbendwomenscenter.org](http://www.fortbendwomenscenter.org)

**12. Houston International University** 713-225-2671

Offers ESL and GED classes for a minimal fee.

**13. Jewish Family Services** 713-667-9336

**14. Julia C. Hester House** 713-672-2573

ESL and GED classes.

**15. Literacy Advance of Houston** 713-266-8777

Free ESL and ABE classes.

[www.literacyadvanceofhouston.org](http://www.literacyadvanceofhouston.org)

**16. Meadowbrook Learning Center (Southeast)**

713-643-3761

Free ESL, GED, ABE I and II classes. Offered Mon-Thurs 8:30am-1pm and 6:30-9pm.

**17. North Harris Montgomery Community College**

281-260-3553

ESL, GED, and ABE classes servicing the Aldine, Humble, Spring, and Tomball school districts.

**18. San Jacinto College** 713-458-4050

Offers ESL and GED classes.

- 19. Sharpstown Community Center** 713-271-6100  
ESL Literacy, and all levels of ESL classes. Must pay a small registration fee and cost of books. Sponsored by the Chinese Community Center.
- 20. Sharpstown Learning Center** 713-777-7323  
Free ESL, GED, and ABE I and II classes.
- 21. Spring Branch Family Development Center**  
Free ESL and GED classes. 713-996-8781  
[www.sbfcd.org](http://www.sbfcd.org)
- 22. Target Hunger** 713-226-4954  
Free ESL and pre-GED classes.  
[www.targethunger.org](http://www.targethunger.org)
- 23. West Houston Assistance Ministries** 713-977-9942  
Free ESL classes and preparation for Low/ High Adult Secondary Education.  
[www.whamministries.org](http://www.whamministries.org)
- 24. YMCA International Services** 713-339-9015  
Offers ESL and pre-GED workshops.



## Job Assistance and Training Organizations

- 1. AFL-CIO** 713-923-9473  
American Federation of Labor. Umbrella organization for all unions. Accepts union enquiries.
- 2. Association for the Advancement of Mexican Americans** 713-926-4756  
Provides technology training.  
[www.aamainc.com](http://www.aamainc.com)
- 3. Career & Recovery Resources** 713-754-7000  
Job skills and training classes, senior employment program, deaf and hard-of-hearing services.  
[www.careerandrecovery.org](http://www.careerandrecovery.org)
- 4. Chinese Community Center** 713-271-6100  
3 ½ month-long program teaching computer and clerical skills. Job placement after completion of course.  
Scholarships available.  
[www.ccchouston.org](http://www.ccchouston.org)
- 5. City of Houston Day Labor Centers**  
  
***2<sup>ND</sup> Ward CDC Job Development Center***  
2 Sampson, Houston TX 77003 713-236-8330  
  
***Gulfton Area Neighborhood Organization (GANO) and Central American Refugee Center (CARECEN):***  
***Monsignor Oscar Romero Day Laborer Center***  
6909 Hillcroft, Houston TX 77081 713-661-5343  
  
***Northside Redevelopment Center: First Human Capital Day Laborer Center***  
3401 Hardy St., Houston TX 77009 713-333-2922
- 6. Houston Works** 713-654-1919  
Employment and training opportunities.

- 7. Goodwill Industries** 713-692-6221  
Job placement and training, mentoring services.  
[goodwillhouston.org](http://goodwillhouston.org)
- 8. Gulfton Learning Center** 713-314-3554  
Information and job search referrals. Computers available to create resumes.
- 9. Lighthouse for the Blind** 713-527-9561  
Education courses, mobility training, and referral assistance to the visually impaired.  
[www.houstonlighthouse.org](http://www.houstonlighthouse.org)
- 10. SEARCH Employment Education Center** 713-739-7752  
Job training and placement, housing, education, medical support, and childcare.  
[www.searchproject.org](http://www.searchproject.org)
- 11. SER - Jobs for Progress** 713-773-6000  
Job referral and training, Hispanic recruitment, literacy training.  
3500 Little York Rd. 713-697-3437  
8799 N Loop East 713-672-0773  
[www.serhouston.org](http://www.serhouston.org)
- 12. Texas Commission for the Blind** 713-880-0721  
Vocational and independent living training for the visually impaired.
- 13. Texas Department of Assistance and Rehabilitation Services** 713-735-3470  
Job training and placement for those with disabilities.
- 14. The Work Source** 713-658-0966  
Education, training, and labor market services.  
[www.theworksource.org](http://www.theworksource.org)

- 15. Women Helping Women** 281-631-9744  
Helps women become self-sufficient by offering classes and hands-on job training, computer skills, job interview techniques, and math and literacy training to take the GED.  
[www.texaswomenhelpingwomen.org](http://www.texaswomenhelpingwomen.org)

## **Legal Aid/Resource Organizations**

- 1. Advocacy Inc.** 713-974-7691  
Free legal services for disability cases.  
[www.advocacyinc.org](http://www.advocacyinc.org)
- 2. Aid to Victims of Domestic Abuse (AVDA)** 713-224-9911  
Counseling, legal advocacy, and social service referrals  
[www.adva-tx.org](http://www.adva-tx.org)
- 4. Asian American Legal Center of Texas** 832-971-1205  
Protect civil rights of Asian Americans. Legal service directory in Vietnamese.
- 5. Central American Resource Center (CRECEN)** 713-271-9703  
Immigration cases, referrals, advising on peoples' rights.
- 6. Chapelwood Methodist Lawyers for the Poor** 713-465-3467  
Spring Branch low-income residents only civil cases & immigration.
- 7. Department of Protections, Mexican Consulate** 713-980-9999  
Aid to workplace abuse victims. Do not have to be Mexican to call.
- 8. Harris County Law Library** 713-755-5183  
Books may not be checked out, but copying facility is available on-site.

**9. Houston Asset Building Coalition (HABC)**

832-615-1140

Free tax preparation, electronic filing & financial education for low – income families. Dial 2-1-1 during tax filing season English & Spanish language assistance

**10. Houston Bar Association Legal Line (HBA)**

713-759-1133

Monthly Legal Line. HBA offer Consejos Legales for Spanish speakers, and a Legal Line for Vietnamese speakers.

Legal Line	1st & 3 <sup>rd</sup> Wednesday	5 - 9 p.m.
Consejos Legales	1st Thursday	6 - 8 p.m.
Vietnamese Legal Line	3rd Tuesday	6 - 8 p.m.

**11. Houston Volunteer Lawyers**

713-228-0732

Assistance with family law, bankruptcy, wills and probate, consumer law, tax, and property disputes.

[www.ehvlp.org](http://www.ehvlp.org)

**12. Lawyer Referral Service**

713-237-9429

Refers individuals in need of legal advice and services, reduced-fee attorneys, and Spanish-speaking attorneys.

[www.hlrs.org](http://www.hlrs.org)

**13. Legal Hotline For Older Texans (AARP)**

1-800-622-2520

Legal advice/ referrals to low-income Texans aged 60+. Assistance with Medicaid, food stamps, elderly housing assistance and Social Security

[www.tlsc.org/hotline.html](http://www.tlsc.org/hotline.html)

**14. Mexican American Legal Defense Fund**

210-224-5476

Civil rights cases. Call if you have been victimized in the workplace.

[www.maldef.org](http://www.maldef.org)

- 15. NAACP Legal Redress Program** 713-526-3389  
Open Saturdays 10am-3pm. Advises people of rights and educates in taking legal action to protect rights. Also advises discrimination cases based on HIV/AIDS status.
- 16. S.H.A.P.E. (Self-Help for African People through Education) Community Center** 713-521-0629  
Volunteer attorneys on-site every Saturday to assist those with legal problems. A workshop is held every month to address legal issues.
- 17. South Texas College of Law Civil Legal Clinic** 713-652-0009  
Handles Social Security Disability (SSDI) appeals, name changes, wills and probate, and family law issues for a reduced fee.
- 18. Texas Civil Rights Project** 512-474-5073  
Information, representation and referrals on civil rights cases.  
[www.texascivilrightsproject.org](http://www.texascivilrightsproject.org)
- 19. Texas Southern University Thurgood Marshall School of Law Legal Clinic** 713-313-7126  
Handles family, housing, consumer, criminal, social security, and immigration law
- 20. Texas Tenant's Union** 214-823-2733  
Counseling, training, and referral services on tenants' rights; assistance at apartment complex level.
- 21. University Of Houston Law Library** 713-743-2300  
Written legal resources, access upon request.  
[www.law.uh.edu/Libraries](http://www.law.uh.edu/Libraries)
- 22. University of Houston Law Center Legal Aid Clinic** 713-743-2094  
Includes immigration, health law, criminal, and civil clinics.

## Consular Corps of Houston

Albania	P:281-548-4740	F:281-354-7255
Angola	P:713-212-3840	F:713-212-3841
Argentina	P:713-871-8890	F:713-871-0639
Australia	P:713-782-7502	F:713-782-7509
Austria	P:713-723-9979	F:713-523-4332
Bangladesh	P:713-621-8700	F:713-622-3964
Barbados	P:832-725-5566	F:713-313-7259
Belgium	P:713-426-3933	F:713-224-1120
Belize	P:281-999-4484	F:281-999-0855
Bolivia	P:713-977-2344	F:713-977-2362
Botswana	P:713-680-1155	F:713-680-8055
Brazil	P:713-961-3063	F:713-961-3070
Cameroon	P:936-336-6401	F:936-336-7684
Chile	P:713-963-9066	F:713-621-8672
China	P:713-520-1462	F:713-521-3064
Colombia	P:713-527-8919	F:713-529-3395
Costa Rica	P:713-266-0484	F:713-266-1527
Cote d'Ivoire	P:713-523-6822	F:713-529-5545
Cyprus	P:713-928-2264	F:713-928-2093
Czech Republic	P:713-629-6963	F:713-629-9606
Denmark	P:713-622-9018	F:713-622-7512
Dominican Republic	P:713-266-0165	F:713-780-1543
Ecuador	P:713-572-8731	F:713-572-8732
Egypt	P:713-961-4915	F:713-961-3868
El Salvador	P:713-270-6239	F:713-270-9683
Ethiopia	P:713-271-7561	F:713-772-3858
Finland	P:713-552-1722	F:713-552-1676
France	P:713-572-2799	F:713-572-2911
Georgia	P:281-633-3500	F:713-585-3532
Germany	P:713-627-7770	F:713-627-0506
Ghana	P:713-960-8806	F:713-960-8833
Greece	P:713-840-7522	F:713-840-0614
Guatemala	P:713-953-9531	F:713-953-9383
Guyana	P:281-497-4466	F:281-497-4476
Honduras	P:713-667-4693	
Iceland	P:281-367-2440	F:281-362-4385
India	P:713-626-2148	F:713-626-2450
Indonesia	P:713-785-1691	F:713-780-9644
Ireland	P:713-961-5263	F:713-925-7900

<b>Israel</b>	<b>P:713-627-3780</b>	<b>F:713-627-0149</b>
<b>Italy</b>	<b>P:713-850-7520</b>	<b>F:713-850-9113</b>
<b>Jamaica</b>	<b>P:713-541-3333</b>	<b>F:713-774-4277</b>
<b>Japan</b>	<b>P:713-652-2977</b>	<b>F:713-651-7822</b>
<b>Jordan</b>	<b>P:713-224-2911</b>	<b>F:713-228-8650</b>
<b>Korea</b>	<b>P:713-961-0186</b>	<b>F:713-961-3340</b>
<b>Kyrgyzstan</b>	<b>P:281-920-1841</b>	<b>F:281-920-1823</b>
<b>Latvia</b>	<b>P:713-888-0404</b>	<b>F:713-952-1110</b>
<b>Lebanon</b>	<b>P:713-268-1640</b>	<b>F:713-268-1641</b>
<b>Malta</b>	<b>P:713-654-7900</b>	<b>F:713-650-6815</b>
<b>Mexico</b>	<b>P:713-271-6800</b>	<b>F:713-271-3201</b>
<b>Mongolia</b>	<b>P:713-759-1922</b>	<b>F:713-951-9145</b>
<b>Morocco</b>	<b>P:713-521-7607</b>	<b>F:713-521-7551</b>
<b>Netherlands</b>	<b>P:713-622-8000</b>	<b>F:713-622-3581</b>
<b>New Zealand</b>	<b>P:713-973-8680</b>	<b>F:713-973-6679</b>
<b>Nicaragua</b>	<b>P:713-789-2762</b>	<b>F:713-789-3164</b>
<b>Norway</b>	<b>P:713-521-2900</b>	<b>F:713-521-9648</b>
<b>Panama</b>	<b>P:713-622-4451</b>	<b>F:713-622-4468</b>
<b>Peru</b>	<b>P:713-355-9517</b>	<b>F:713-355-9377</b>
<b>Poland</b>	<b>P:281-565-1507</b>	<b>F:281-565-1507</b>
<b>Portugal</b>	<b>P:713-759-1188</b>	<b>F:713-237-0401</b>
<b>Qatar</b>	<b>P:713-355-8221</b>	<b>F:713-355-8184</b>
<b>Romania</b>	<b>P:713-629-1551</b>	<b>F:713-629-1553</b>
<b>Saudi Arabia</b>	<b>P:713-785-5577</b>	<b>F:713-785-1163</b>
<b>Slovenia</b>	<b>P:713-430-7350</b>	<b>F:713-430-7077</b>
<b>Spain</b>	<b>P:713-783-6200</b>	<b>F:713-783-6166</b>
<b>Sweden</b>	<b>P:713-953-1417</b>	<b>F:713-953-7776</b>
<b>Switzerland</b>	<b>P:713-650-0000</b>	<b>F:713-650-1321</b>
<b>Syria</b>	<b>P:713-622-8860</b>	<b>F:713-622-8872</b>
<b>Thailand</b>	<b>P:713-229-8733</b>	<b>F:713-228-1303</b>
<b>Trinidad and Tobago</b>	<b>P:713-465-4660</b>	<b>F:713-464-5418</b>
<b>Turkey</b>	<b>P:713-622-5849</b>	<b>F:713-623-6639</b>
<b>Ukraine</b>	<b>P:281-242-6654</b>	<b>F:281-242-6654</b>
<b>United Kingdom</b>	<b>P:713-659-6270</b>	<b>F:713-659-7094</b>
<b>Venezuela</b>	<b>P:713-974-0028</b>	<b>F:713-974-1413</b>

# Guidelines for Future Day Labor Centers



## Basic Definitions

**Community-based Organization** – A non-profit agency that contracts with the City of Houston on an annual basis to operate a Worker's Education and Development Center (WEDC) in a designated area of the community.

**Contractor** – A business that is registered with the WEDC Center and hires laborers on a day-to-day basis to perform unskilled work.

**Day Laborers** – Unskilled individuals who are registered with the WEDC Center and who agree to work on a day-to-day basis for a registered contractor.

**Hourly Wage** – A minimum hourly wage paid to Day Laborers by registered contractors.

**Worker's Education and Development Center (WEDC)** – A city-sponsored venue where registered male and female laborers can meet contractors to secure employment.



## Locations

No WEDC will be located in a community without its consultation and active support and involvement in the design and operation of the Center. The WEDC will be situated in a large, suitably furnished facility that is easily



accessible to Contractors and Day Laborers. Signage should be placed on the facility and nearby streets to advertise the location. The hours of operation will be a minimum of five and one-half days per week as follows: Monday to Friday: 6 a.m. – 3 p.m. and Saturday: 6 a.m. – 2 p.m. Operators will provide for on-site security through arrangements with private security firms or law enforcement agencies. Each WEDC will include: a driveway suitable for pick up and drop off of the workers, reception area, administrative offices (including space for visiting agencies), a hiring hall, separate restrooms for men and women, kitchen and dining facility, food pantry & storage, at least two classroom spaces, adequate heating and cooling systems, and an outdoor recreation area.



## Sources of Income

- “Seed money” from the City of Houston
- Fees charged to Workers and Contractors
- Grants from the private sector
- Grants from collaborating Business and Community Partners
- Special fundraising activities
- In-kind donations and volunteer support



## Administration

- Participate actively with the City Day Labor Task Force

- Annual Plan and Evaluation – An annual plan will set goals and objectives for the program year, and an evaluation will report the Center's success in meeting its goals to the Day Labor Task Force.
- Job Assignment System – A fair and effective system will be implemented to insure equity in job assignments.
- Worker Skill Inventory System – Laborers will complete a basic skill inventory to determine employability.
- Accounting System – An automated accounting system will record all financial transactions.
- Utilization Reports – Periodic utilization reports will document activity at the Center.



## Neighborhood Relations

The Center will remain responsive to the needs of the host community in the following manner:

- Advisory Committee - A representative group of community residents, workers and city representatives will serve on the Center's Advisory Committee
- Service Projects – Workers who are not employed on a given day will be invited to participate in Community Service Projects approved by the Advisory Committee. A form of compensation will be utilized.
- Annual Report – The Advisory Committee will issue an annual report on the WEDC's activities to host the community.



## **Job Development**

The Center will actively recruit and register contractors who can employ Day Laborers. Associations of Contractors will be enlisted to support the Center with advice, supplies, enlistment of member contractors, and training opportunities for workers. Printed announcements will be distributed and presentations on the Center will be made to community groups and institutions on a regular basis. The Center will collaborate with the regional Work Source system to place qualified workers. Also the Center will maintain a database of available employment opportunities and develop relationships with area employers.



## **Programs & Services**

Day Laborers who are not employed on a given day will be invited to participate in ongoing education activities that may vary from Center to Center according to need, but could include: English as a Second Language, citizenship, occupational safety, community resources/life skills, parenting, computer applications, worker's rights, adult basic education, and job skills development.

Also, community agencies and institutions will be invited to utilize the Center's facilities on a regular schedule to offer some or all of the following social services to Day Laborers: banking/financial, day care, education, health, housing, legal aid, and recreation.

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